

Spec. Code: 0325
Occ. Area: 02
Work Area: 032
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 09/30/87

RESEARCH ENGINEERING ASSISTANT

Function of Job

Under general supervision from the administrative head of a project and/or another designated supervisor, to be responsible for coordinating the various technical operations of large and specialized research projects.

Characteristic Duties and Responsibilities

1. coordinates engineering, installation, testing, and operation phases of specialized research projects
2. procures specialized research equipment and supplies
3. determines contract specifications
4. assists in the planning, layout, and construction of experimental and scientific equipment
5. designs specialized equipment as required
6. assists in the construction of experimental equipment from blueprints and diagrams
7. acts in matters of public relations regarding the semi-technical and technical aspects of projects
8. prepares technical reports on progress of project
9. supervises the maintenance and inventory of project equipment and supplies
10. selects and supervises assigned personnel
11. instructs assigned technical personnel in the assembly, operations, and maintenance of specialized equipment
12. performs appropriate experiments
13. develops standard operating procedures
14. works with laboratory and/or machine shop tools when required
15. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in engineering or other physical science

or

- (B) high school graduation or equivalent and six years of experience in laboratory techniques, three years of which were in the coordination of the engineering, installation, testing, and operational phases of specialized research project(s)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. ability to communicate technical material
3. ability to maintain good working relationships with other technical personnel